



Property Manager – Job Description

St Edward's is committed to safeguarding and promoting the safety and welfare of children and young people. Everyone on the staff team must share this commitment as the key feature of their job specification.

Responsible to: Headteacher and Site Manager
Line Manager: Site Manager
Responsible for: Staff Accommodation

Main Purpose of the Job

Monitor the condition and maintenance of accommodation occupied by members of the adult workforce, liaising with licenced occupiers, conducting general repairs and reporting to the Site Manager.

General Responsibilities

- Ensure excellent management and maintenance of the school accommodation occupied by members of the adult workforce.
- Maintain up to date awareness of health & safety policies and apply them to this setting.
- Undertake repairs and reasonable scale improvement projects under the direction of the Site Manager/Headmaster.
- Delegate tasks as appropriate to other site staff or contractors, ensuring strict adherence to health and safety regulations.
- Liaise with occupants prior to taking up occupancy. Arrange for handover of property keys.
- Check property when occupancy is terminated and liaise with Finance regarding return of deposit and keys.
- To provide cover in the Site Manager's absence.

Specific Responsibilities

Premises Management

- Monitor the day- to -day maintenance and repair of the school housing stock.
- Carry out emergency repairs to ensure the health and safety of the occupants
- Advise the Site Manager/Headmaster on a rolling programme of redecoration/refurbishment
- Order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, securing best value for money.
- Prepare documentation for tenders or specifications of small to medium projects.

- Carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual and electronic records as appropriate.
- Monitor work requests on the premises, ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- Support and assist the grounds staff, helping to ensure the school grounds are maintained to a high standard when applicable

Liaison (in and out of school)

- To attend staff, departmental and other meetings as required.
- To attend/contribute to school working parties/reviews.
- To attend INSET and courses as required.

Pastoral

- To display commitment to the protection and safeguarding of children and young people.

Other Responsibilities

- To review performance annually with the Senior Leadership Team.
- To adhere to school procedures outlined in policies.
- Any additional duties as deemed appropriate by the Headmaster.

January 2024